GUIDE FOR SOCIAL SECURITY
AND
SUPPLEMENTAL SECURITY INCOME VERIFICATION

for use by Public Housing Agencies,

Private Owners, Management Agents,

Indian Tribes and Tribally Designated Housing Entities

1/99

GUIDE FOR SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME VERIFICATION

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CHAPTER I

INTRODUCTION

A. Purpose.

This Guide provides information for use in verifying the Social Security (SS) and Supplemental Security Income (SSI) of individuals who receive rental assistance.. It does not change the requirement that applicants and participants disclose all income when applying for initial rental assistance or continued rental assistance.

B. Applicability.

This Guide applies to the following:

- HA owned rental public housing (does not include Tribal or Tribally Designated Housing Entities owned or operated rental housing)
- Section 8 Rental Certificate
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation
- Section 221(d)(3) Below Market Interest Rate (BMIR)
- Rent Supplement
- Section 236 Interest Reduction
- Rental Assistance Program (RAP)\
- Section 8 Loan Management Set Aside (LMSA)
- Section 8 Property Disposition Set-Aside
- Section 8 New Construction and Substantial Rehabilitation
- 515/8 Administration for Rural Housing and Economic Development Services
- Section 8 State Agency Set-Aside
- 202 and 811 PRAC
- 202/8
- 202/162 PAC
- Indian Tribes and Tribally Designated Housing Entities Participating in the Section 8 Program

C. Benefits of Social Security (SS) and Supplemental Security Income (SSI) Matching:

- Provides quick and easy verification of SS and SSI benefits.
- Provides information on individuals who may have unreported or underreported SS or SSI benefits.
- Aids in identifying excessive rental assistance paid to tenants who underreported their benefits.
- Provides information needed to take administrative or legal action against tenants who underreported their income.

D. Definitions. See Appendix I for a list of definitions used in this document. The term "Program administrator" is used in this guide to indicate public housing agencies, Indian tribes and tribally designated housing entities, private owners, management agents, public housing agencies, and state housing authorities acting as contract administrators.

E. Abbreviations.

- HAs stands for public housing authorities/agencies, Indian tribes and tribally designated housing entities, and other housing authorities.
- O/As stands for Owners, (Management) Agents, and Contract Administrators.

F. Conventions.

This guide applies to HAs and O/As. In most instances, the guidance for both is the same. However, in those instances where it is not, the guide will indicate the differences.

G. Superseded Document.

This Guide replaces a previously issued undated Guide issued only for HAs.

H. Internet (Web) Sites.

Periodically, HUD publishes current information at a HUD Web site on SS and SSI verification. Program administrators should use the Web site to learn about changes in the SS and SSI verification process. Any updates to this Guide will be available at the Web site. The Web site is:

http://www.hud.gov/pih/systems/tevs/tevs.html

The Web site for the Multifamily Tenant Characteristics Systems is:

http://www.hud.gov/pih/systems/mtcs/pihmtcs.html

The Web site for the Tenant Rental Assistance Certification Systems is:

http://www.hud.gov/fha/mfh/trx/html/trxsum.html

CHAPTER II

HUD COMPUTER MATCHING OF SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME

The following shows the process flow for the automated systems used in computer matching.

(1)

Generate Data Extracts

MTCS and TRACS Tenant Data from HUD Forms 50058 and 50059

(2)

Data Transmission/Matching Process
SSA

Social Security (SS) and Supplemental Security Income (SSI) Match (Monthly)

(3)

Tenant Eligibility Verification System (TEVS)
Income Comparison and Analysis

(4)

HUD Provides Monthly benefit History Reports
and Tenant Income Discrepancy Reports to Program administrators
(via Internet, PC Sprint Mail, or Hard Copy)

A. Tenant Data Used in Matching.

The HUD data used in computer matching comes from two sources:

- The Multifamily Tenant Characteristics System (MTCS) receives its source data from the automated Form HUD-50058 data that HAs submit to HUD.
- The Tenant Rental Assistance Certification System (TRACS) receives its source data from the Form HUD-50059 data that O/As submit to HUD.
- The Tenant Eligibility Verification System (TEVS) facilitates computer matching with the Social Security Administration to obtain SS and SSI information.

B. Program Administrators' Responsibilities for Submitting Tenant Data to MTCS and TRACS.

To facilitate effective SS and SSI income matching, Program administrators must submit complete, accurate and timely data regarding tenant:

- last names,
- social security numbers (SSNs),
- dates of birth, income by category, and
- (re)examination dates.

Timely submission of transactions indicating the end of tenants' program participation is also critical to prevent generation of unnecessary SS and SSI reports. SS and SSI data will not be provided to a Program administrator if MTCS or TRACS does not include tenant data or if the tenant data elements listed above are incomplete or inaccurate.

Program administrators who have any questions regarding MTCS or TRACS submissions, should call the following numbers:

- For Form HUD-50058 or -50058-FSS, call 1-800-FON-MTCS (366-6827); FAX (202) 755-1726.

- For Form HUD-50059, call 1-800-767-7588; FAX (202) 401-7984.

C. Monthly Matching to SS and SSI Data.

Each month, HUD will extract tenant data from MTCS and TRACS for families with initial examinations or re-examinations completed 8 or 9 months prior to the current month (i.e., for families who will be re-examined in 3 or 4 months. The SS and SSI reports will be downloaded on the Internet on the 15th to the 20th of each month.

For HAs: For MTCS data, the extracted records are selected based on the effective date of a tenant transaction. If the MTCS shows an interim re-examination as the latest transaction date, then a SS/SSI verification report will be generated based on the initial admission month. This criterion is used because the annual re-examination frequently coincides with the admission month. Where this is not true, HAs will receive reports for tenants not due re-examination. These SS/SSI reports should be filed for later use when the re-examination is due. The Form HUD-50058 has a new data field called "Projected Effective Date of Re-Exam, if other than 12 Months from Effective Date of Action." When this new data field is substantially populated, HUD will use this field as the basis for selecting households for SS and SSI computer matching.

For O/As: For TRACS data, the extracted records are selected based on the next scheduled re-examination date.

HUD provides the Social Security Administration (SSA) with tenant personal identifiers such as SSNs, names, and dates of birth. SSA sends HUD the SS and SSI data only for those individuals with matching personal identifiers. HUD compares the SSA provided data to the reported income information shown in the TEVS tenant database. HUD then provides a copy of the following to each Program administrator:

- The SS and SSI Benefit History Report which shows the current level of benefits and a history of SS and SSI benefits over the past 2 to 3 years for each family member.

- The Tenant Income Discrepancy Report which shows SS and SSI information for each family member with potential significant amounts of prior unreported or underreported income. Currently, this is only used by HAs, but it is available for O/As as well.

HUD receives SS and SSI data on a monthly basis from SSA via a batch processing mode. HUD does not have query access to SSA's databases; therefore, individual tenant SS and SSI queries of SSA data cannot be done by a Program administrator or by HUD.

D. Distribution to Program Administrators of SS and SSI Benefit History Reports and Tenant Income Discrepancy Reports.

HUD will distribute these reports to Program administrators using the following techniques:

- A secure Internet facility. HUD is moving to provide all reports to Program administrators via the Internet facility. Therefore, it is advisable that all Program administrators begin using the Internet method as soon as is reasonably possible. Chapter 4 of this Guide provides instructions for accessing, downloading and printing the report from the Internet. Once a Program administrator starts using the Internet facility to obtain SS and SSI reports, the SS and SSI hard-copy reports will no longer be mailed. HA staff with Internet access will download their reports monthly.

- A print file automatically transmitted via PC Sprint mail. This medium will require Program administrators developing software or buying it from a vendor.

- Hard-copy reports mailed to HAs. HUD plans during calendar year 1999 to phase out completely the mailing of reports as the two distribution techniques above are substantially more timely. HUD will not mail hard-copy reports to O/As.

CHAPTER III

PROGRAM ADMINSTRATORS' PROCEDURES FOR VERIFYING SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME

This Chapter provides procedures for Program administrators to: (1) receive SS and SSI Benefit History and Income Discrepancy Reports, (2) distribute the reports to end users, and (3) use these reports. In addition, this Chapter explains HUD's requirements for income that is shown on the reports, and is either counted or excluded in determining tenant contributions toward rent.

A. Receive SS and SSI Reports

Program administrators will receive the reports for families scheduled for reexamination 3 or 4 months before the families' annual re-examination dates. Program administrators will use one of the three techniques cited in Chapter II to receive the reports. Instructions for receiving the reports via the Internet (the preferred method) are shown in Chapter IV of this Guide.

The SS and SSI Benefit History Reports and Tenant Income Discrepancy Reports are sorted as follows:

> *For HAs:* The reports for the Low Income program are sorted by HA project number, and head of household SSN. The reports for Section 8 are sorted by HA, program, and head of household SSN. Initially, HUD will mail these reports to Program administrators.
>
> *For O/As*: The reports are sorted by TRACS mailbox identification code, project number, contract number, and head of household SSN.

SS/SSI Benefit History Reports provide information for individuals with matching personal identifiers in MTCS, TRACS and SSA files. See Appendices II and III for a sample of a SS/SSI Benefit History Report for HAs and O/As, respectively. Program administrators will use this information in the annual re-examination process to verify the amount of SS and SSI, instead of the SSA's mark-sense card or other automated inquiry processing.

See Appendix IV references for the codes indicated on the Benefit History Report and the Tenant Income Discrepancy Report.

The Tenant Income Discrepancy Reports provide information concerning families likely to have previously underreported a significant amount of SS and SSI. See Appendix V for a sample report for HAs and see Appendix VI for a sample for O/As. The reports highlight for Program administrators those households requiring analysis for potential past abuse of income reporting requirements. Program administrators will receive a SS/SSI Benefit History Report for all families listed on the Tenant Income Discrepancy Reports. The Benefit History Report

provides SS/SSI information needed to compute unreported income and excess rental assistance.

The Tenant Income Discrepancy Report shows a comparison between the net monthly SS and SSI benefit amounts on SSA's records and the SS and SSI benefits that the Program administrator reported to MTCS or TRACS. The MTCS and TRACS annual amounts have been recalculated to show on the Report as monthly amounts. The report always shows the head of household to aid the Program administrator in locating information about the family. The SSA amounts shown on the report do not include lump sum distributions because they are not counted as income in computing tenant contributions toward rent.

For new applicants for rental assistance and interim reexaminations of income, Program administrators should request that new applicants provide documents that tenants have in their possession showing the monthly amount of SS and SSI they receive. The documents may include recent benefit letters [the preferred document], Form 1099.SSA, award letters, other letters from SSA that show benefit amounts, and bank statements indicating net payments. If tenants do not provide current SS information, the Program administrator may apply SSA's cost-of-living factor to the prior benefit level. HUD expects that tenant-provided documents generally will provide sufficient information to determine initial eligibility and benefit amounts. The SS and SSI information will be verified with computer matching at the next re-examination. Program administrators should not request that new applicants go to local SSA Office to obtain reports on their SS and SSI benefits.

B. Distribute SS and SSI Reports

After receiving the SS and SSI reports, the Program administrator must make sure the reports get distributed to the staff who need the information to conduct the re-examination of tenants. Failure to distribute the report quickly to the right staff will prevent effective use of the reports.

Program administrators may use several techniques for distributing the reports:

- Printing and distributing the reports from a central location,
- Providing access to the Program administrators' user identification code and password to different staff who can access and print report information from the Internet facility, and/or
- Including the reports on a local area network for access by staff who do re-examinations,

C. Use SS and SSI Reports to Verify Income.

Program administrators may rely on the HUD-provided information as sufficient documentation to verify tenant-reported SS and SSI for annual re-examinations of household income. Independent SS and SSI verification is not required for interim income examinations. However, the Program administrator may request that the tenant provide SSA benefit letters or other documentation of changes in income. Program administrators should not request

other documents from tenants concerning SS and SSI if the Program administrator has the HUD-provided SS and SSI information for the applicable (re)examination period. If the Program administrator has received SS and SSI information from the tenant that is more current than the Benefit History Report, the Program administrator may use that information for verification purposes.

The following describes procedures for verifying SS and SSI income using the Benefit History Report and the Tenant Income Discrepancy Report:

C-1 Benefit History Reports

Most households will have one or more Benefit History Reports (one for each individual in the household with SS or SSI income, and no Tenant Income Discrepancy Report). Where this situation occurs, the Program administrator will:

1. Use the Benefit History report to calculate the tenants projected annual income for the next scheduled re-examinations. This will involve annualizing (multiplying the monthly amounts shown on the Report) the household's benefits to create accurate estimates of the household's income from these sources for the next 12 months. The following tables summarize the types of benefits included and excluded as income:

Gross Amounts which Count as Income in Calculating the Tenant's Contribution toward Rent
Social Security[1]
Dual entitlement for social security (when the tenant receives an additional electronic payment, usually a benefit received as a beneficiary of another individual)
Supplemental security income
State supplemental security income
Black lung benefits[2]

[1] To obtain the gross amount of benefits, you must add the Net Social Security benefit to the Medicare premium amount. When the Benefit History Report shows the same gross and net benefits and a Medicare premium, this means a third party (usually the State) is paying the Medicare premium. If the Benefit History Report shows a "Y" under "Buy-In," this indicates another person or organization is paying the Medicare insurance premium.
[2] The Benefit History Report shows only black lung benefits paid by SSA. The tenant should provide a benefit verification for any black lung benefits paid by the Department of Labor.

If there is evidence that a tenant is receiving both Federal and State SSI and the HUD reports only show the Federal SSA amount, the Program administrator will indicate both incomes in Section 7b on the HUD Form 50058 or 50059.

Types of Income Shown on Benefit History Reports That Are Excluded from Income in Calculating Tenant Contribution Toward Rent
Lump sum social security payments
Social security provided under a Plan to Attain Self Sufficiency (PASS)
Third Party Paid Medicare Premium

Program administrators also may use the Benefit History Reports to determine if there are instances of prior overreporting or other inaccuracies of income. Benefit History Reports are not available for some individuals, e.g., where MTCS data shows two identical social security numbers for members of the same family, or where a new family member has been added. When a program administrators does not receive a Benefit History Report for an individual and the individual reported SS or SSI, the program administrator should not assume the tenant overreported income.

2. Discuss the computed amount of countable income with the head of household during the annual re-examinations of household income, offer the head of household with the opportunity to contest the Program administrator's computed income amounts.

3. File the Benefit History Report in the tenant's case file.

C-2 Tenant Income Discrepancy Reports.

The monthly Tenant Income Discrepancy report identifies individuals with SS and SSI income differences to determine if they represent actual unreported income affecting the families' prior tenant contributions toward rent.

1. Compare the tenant-reported amount as obtained from MTCS and TRACS data to the actual income data used in computing the families' contribution toward rent to ensure that the MTCS and TRACS data used for the comparison is correct. For example, this analysis may indicate data errors, for example, the tenant reported SS or SSI but a "0" was erroneously in the SS and SSI data fields. If the analysis indicates that the family has previously failed to report all SS and SSI as required by program regulations, proceed to step 2 below. If the analysis indicates that the family has properly reported all SS and SSI as required by program regulations, go to step 5.

2. Discuss the income discrepancy with the tenant during the normal re-examinations process, offering the tenant an opportunity to explain the reasons for the income

discrepancy and an opportunity to contest any Program administrator findings concerning unreported SS and SSI. The initial matching of MTCS or TRACS data to SSA's data may identify individuals who have not reported SS and SSI. Sometimes individuals may have unreported SS and SSI for extended periods of time. Therefore, the tenants may owe rent retroactively. If the tenant failed to report all SS and SSI as required, proceed to step 3. If the tenant claims the SS and SSI information is erroneous, the Program administrator should request that the tenant do one or more of the following: (a) provide additional documentation such as SSA benefit letters, SSA award letters, or other letters from SSA that show benefit amounts; (b) call SSA's Benefit Verification toll-free telephone number at 1-800-772-1213 to obtain a copy of their SS and/or SSI benefit information; (c) send a letter to the SSA local office to request information needed to resolve the discrepancy [see sample letter at Appendix VII.]

3. Calculate the amounts of any excessive rental assistance that the tenant has received for prior (re)certifications. HUD does not specify requirements on the maximum timeframe for calculating excessive rental assistance owed. However, HUD encourages Program administrators to go back as far as the data shown on the Benefit History Report.

4. Obtain from the tenant immediate restitution for the previously received excessive rental assistance that the tenant has received because of unreported or underreported SS and SSI, or a signed agreement to repay the amount of excessive rental assistance. Program administrators may also take other administrative actions that they deem appropriate under the circumstances. Generally, Program administrators should take administrative action to recoup prior excessive rental assistance that occurs from unreported or underreported income. However, Program administrators in some unique circumstances (e.g., an indigent tenant with no means of repayment) may decide not to pursue retroactive rent for recipients of SS and SSI. Factors to be considered include: the likely extent of abuses, the costs of obtaining information and reexamining the tenant for retroactive rent, the likelihood of collection, and the extent of other abuses by the tenant. In future years, the problem of prior years' underreporting of SS and SSI will be eliminated as the Program administrator resolves SS and SSI income differences noted by past years' computer matching.

5. Record in the Disposition column of the Tenant Income Discrepancy Report the resolution of the SS and SSI income difference, using the following codes:

Code	Description
	Resolved with tenant – no enforcement action needed
1A	Errors in automated tenant data
1B	Interim increase in tenant's income, not increase in the tenant's rent is required until the next re-examination
1C	Tenant vacated unit, no action planned
1D	Regular reexamination conducted, amounts no longer discrepant
	Resolved with tenant - enforcement action completed (more than one code below may be used; an asterisk should be use if the action involves prior year's re-examinations):
2A	Tenant's rent increased $_____ per month
2B	Repayment agreement $_____ per month
2C	Immediate restitution $_____ in full
2D	Assistance terminated, no restitution likely
2E	Tenant evicted, no restitution likely
2F	Enforcement action pending, appointment with tenant scheduled but not completed
3	**Other (explain)**

All income discrepancies should be resolved within 4 months after the receipt of the income discrepancy report from HUD. Exceptions to this general rule may apply where further verification of income with the SSA is necessary.

6. Retain the annotated Tenant Income Discrepancy Report for two years. The Tenant Income Discrepancy Reports should not be sent to HUD.

Some of the larger Program administrators have chosen to refer the Tenant Income Discrepancies Reports to a Tenant Integrity Unit, or Internal Audit staff for analysis and resolution. The referral of the Tenant Income Discrepancy Reports to an organization/person independent of the person who did the original re-examination is highly desirable. The independent organization can then do the analysis of the report and initiate appropriate administrative actions.

CHAPTER IV

ACCESSING SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME DATA VIA THE INTERNET

This Chapter provides information on how to receive SS and SSI Benefit History and Income Discrepancy reports through a secure Internet facility. HUD strongly urges all Program Administrators to use the Internet because it:

- permits users to obtain the reports as soon as HUD places the information on the Internet facility, eliminating the time delay of receiving the reports via postal delivery,
- permits searching of electronic data to quickly locate information on specific tenants,
- allows the download of report data in a format suitable for importing into a database for users who wish to manage their own database,
- eliminates mailing costs,
- provides a greater degree of security over sensitive personal information than mailings, and
- enables Program Administrators that use an Internet service provider to obtain access to other information of interest.

Security for the electronic SS and SSI data is critical. Accordingly, HUD has developed extensive measures to protect the data from unauthorized access. Some key security features affecting user access to the Internet include:

- Users must enter a login and password that has been provided by HUD. This procedure ensures that a HA or OA will have access to only their own reports. They will not have access to SS and SSI information concerning other users' tenants.
- Data encryption occurs that is transparent to the user. This prevents unauthorized access to the data while in transmission.

The extensive security measures should provide a very high degree of protection against unauthorized access. In the unlikely event that any authorized user learns of any security violations, they should immediately report such violations to the SS/SSI Hotline at (202) 708-0099.

Similarly, Program Administrators must initiate security measures that will supplement the HUD provided security measures. These measures include, but are not limited to:

- limiting access to the SS and SSI login and password to only a few staff,

- changing the password when staff terminate employment,
- limiting access to SS and SSI data (whether in paper or electronic form) to those individuals who need access,
- deleting automated files of SS and SSI data when no longer needed,
- providing training, at least annually, of security awareness, privacy protection, and compliance with State privacy laws, and
- investigating reports on potential security violations, and taking prompt corrective actions as appropriate.

A. Obtaining Internet Access

Program Administrators will be responsible for obtaining Internet access through a local Internet Service Provider (ISP).

Program Administrators will access the TEVS Internet Reporting System using a Web Browser Client. The Web Browser must support the following features in order to successfully access the TEVS Internet Reporting System:

- must support HTML 3.2 standards
- must support JavaScript
- must have support for Secure Socket Layer (SSL)

Program Administrators should consult their Internet Service Provider with questions on Web browser compatibility. The TEVS Internet application requires the use of a Web browser that supports specific features. If the commercial service allows its subscribers to choose a compatible browser, the application will work. Users should be aware that the Internet connection through these services may be slow, or inaccessible at times. HUD recommends that Program Administrators pick an Internet provider that offers a direct dial-up connection.

B. Accessing and Using the Application

If the user is using a Netscape Navigator version earlier than 4.0, there is one additional set up procedure that must be completed. The browser must be configured to allow caching of pages retrieved through a secure connection. To set this option, choose "Network Preferences..." form the Options menu. Select the "Cache" tab in the window that opens, then check the option labeled "Allow Persistent Caching of Pages Retrieved through SSL." Selecting this option will speed the saving of reports, but users must be aware that the reports will be stored on the computer's drive as unencrypted temporary files.

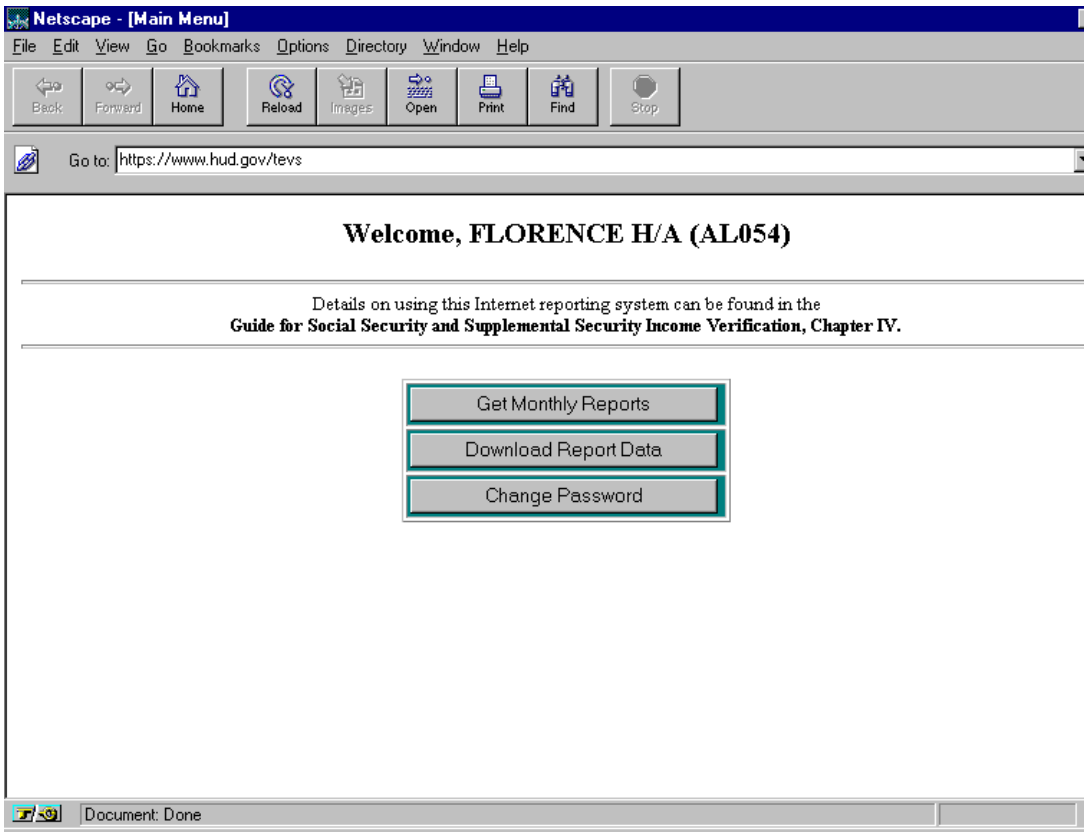
The TEVS Internet Reporting System will be accessed via a Uniform Resource Locator (URL) provided to authorized users by HUD. Users will then be presented with a login screen as shown below. (Please note: Screens shown are representative of MTCS reports. TRACS screens will vary only slightly.)

In the fields provided, the user should enter the login and password provided by HUD. If the password is entered incorrectly three consecutive times, the account will be locked. The Program Administrator must contact the TEVS Hotline at (202) 619-5733 ext. 116, to have the account unlocked. To login, select the "Click to Login" button.

The logon screen will also give information concerning the most recent report updates. This will allow users to know when new reports are available without the need to log onto the system. This login screen may also contain TEVS news and messages from the TEVS Internet Facility Administrator.

If this is the first time the user has entered the system or the password has expired, the user will be prompted to change their password.

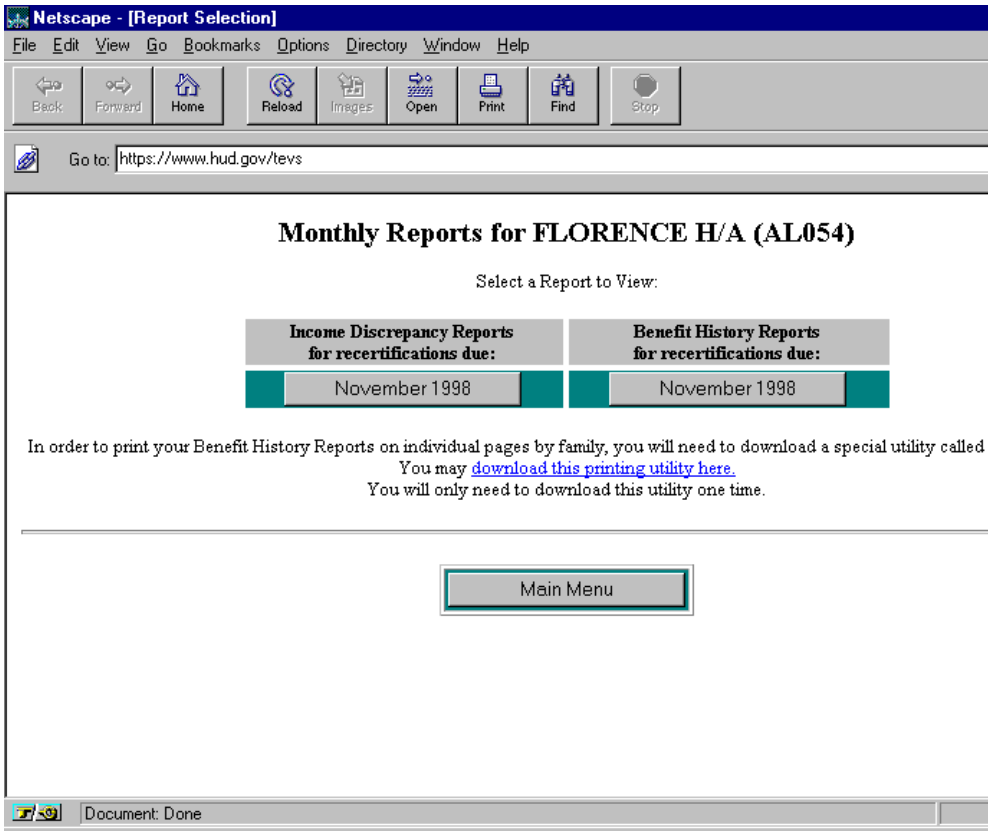
After successfully logging into the system, a screen will be presented that lists three options as shown next.



The options are (1) Get Reports, (2) Download Report Data, and (3) Change Password.

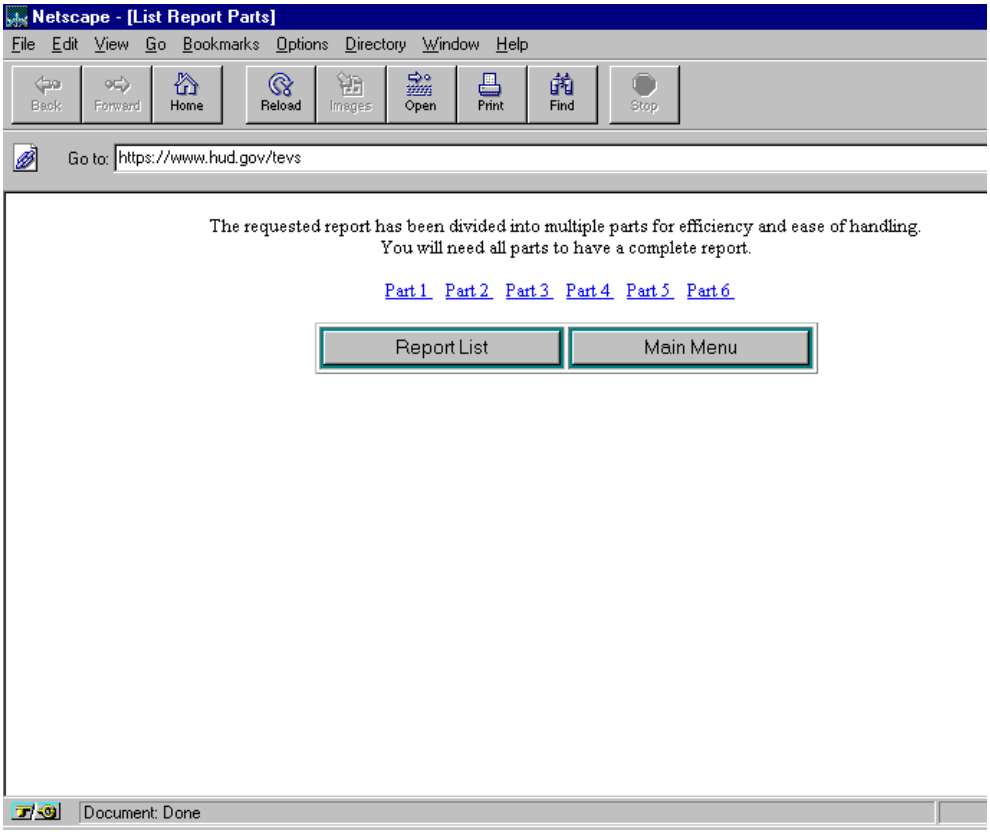
B-1. Get Reports

This option allows the user to review monthly Benefit History Reports and Tenant Income Discrepancy Reports. After choosing this option, the user will be presented with a screen listing the available reports. A typical report list is shown next.



The reports are grouped by type and presented in order from the newest to the oldest. A report may be viewed by clicking the button listing the month and year of the desired report. Reports are for re-certifications due in the month listed on the buttons.

For efficiency and ease of handling, large reports have been divided into multiple parts. Smaller reports have not been divided. If a report has been divided a screen listing all parts will be presented, as shown next.



It is not necessary to download all report parts at the same time. The Program Administrator may reconnect to the TEVS Internet Reporting system at a later time to retrieve other report parts.

If the report is divided in multiple parts, click on the part link (Part 1, Part 2, etc.) to view that portion of the report.

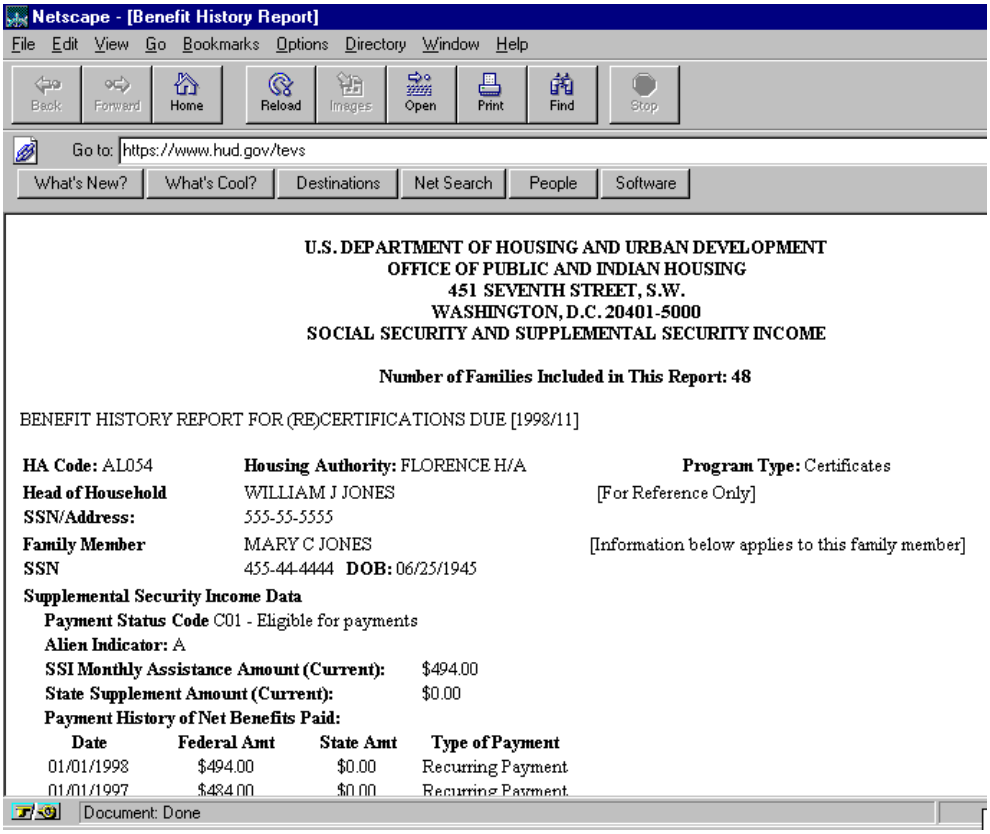
The report will be displayed. The time it takes to display reports will vary with the speed of the user's Internet connection, and the size of the reports. Users only need to access the TEVS Internet application once a month so the time involved will be minimal. At this time, the user has the option of printing the report. In order to save time, and to prevent the need to download the report again, HUD recommends that Benefit History and Tenant Income Discrepancy Reports retrieved via the TEVS Internet facility be saved to the user's local disk for later viewing and printing.

After retrieving a report the user should choose the "Save as…" option from the browser's File menu. The standard File Save dialogue box will be presented. The user will then navigate to the directory where the reports are to be saved. Files should be saved with an .htm or .html extension. Be sure to give the file a meaningful name, e.g. 10_1998B.htm. Users may find

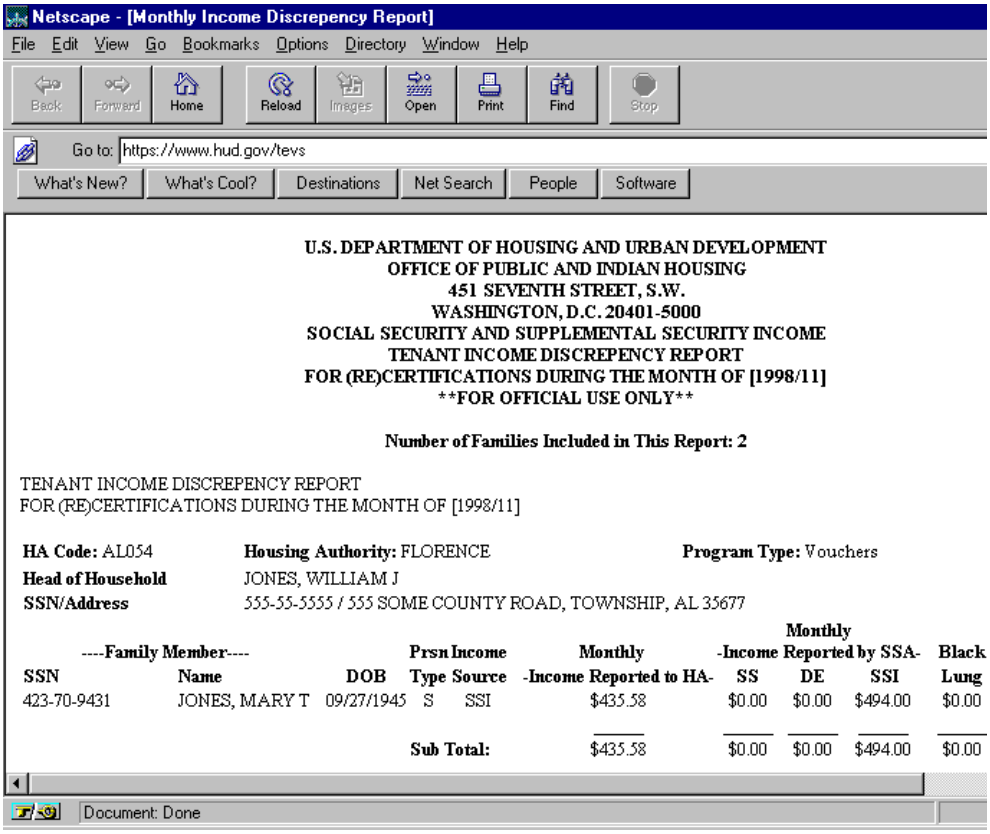
it helpful to create the directory that will contain the saved files in advance of downloading reports.

All users must be aware that once a report is saved to their local disk, it is no longer in HUD's secure environment. They must take precautions to prevent access to the reports by unauthorized staff.

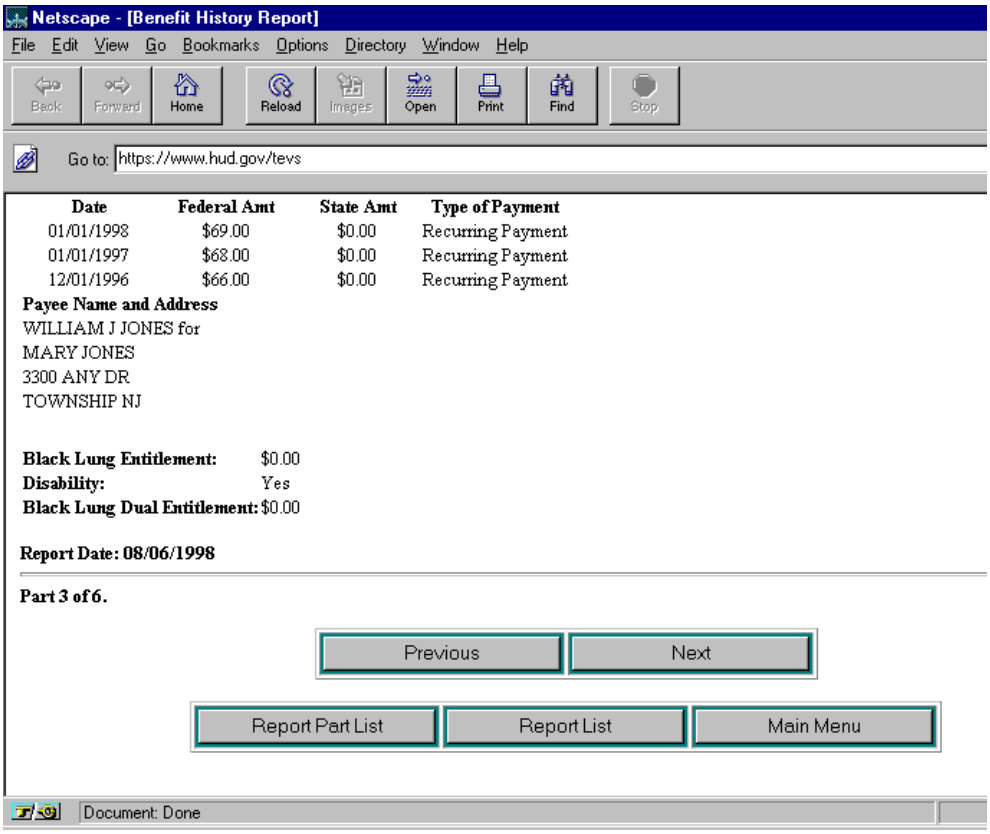
Report contents may also be searched by selecting the "Search" option from the "Edit" menu. A portion of a sample Benefit History report is shown next.



A sample Income Discrepancy Report is shown next.



Reports that consist of multiple parts will have navigation buttons included to allow the user to access the next or previous parts. The parts do not have to be downloaded in order. A sample screen showing the navigation buttons is shown next.



B-1(A) Viewing Saved Reports.

To view reports that have been saved, users should first launch their web browser. Choose the "Open" or "Open File in Browser" command from the File menu. The standard file dialogue will enable navigation to the file to be reviewed. For best results when viewing and printing monthly reports, the browser's font size should be set to 9. This parameter can be set in Netscape Navigator by choosing "General Preferences" from the Options menu. Click on the "Font" tab and click the "Choose Font" button. Select "9" from the Size pop-up menu. In Microsoft Internet Explorer the font size can be set by choosing "Fonts…" from the View menu. Select "Small" from the pop-up menu.

B-1(B) Printing Saved Reports

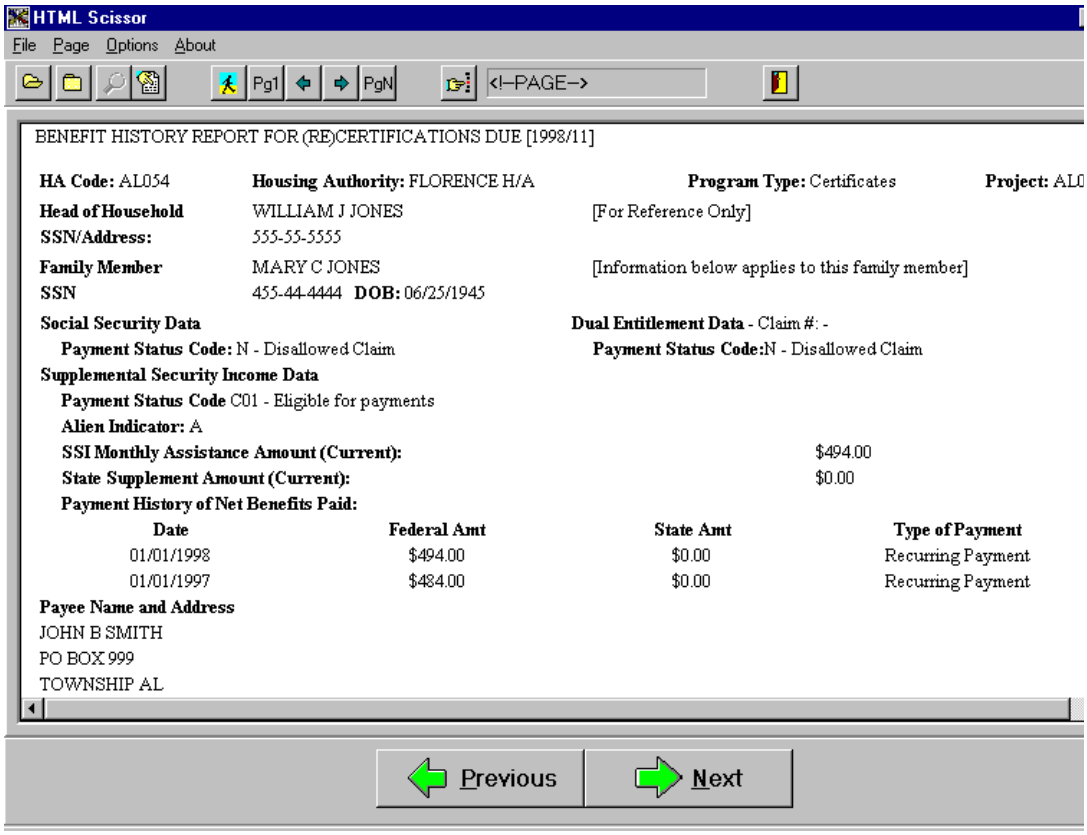
Benefit History and Tenant Income Discrepancy Reports opened in the browser may be printed simply by using the "Print" command from the browser's File menu. Tenant Income Discrepancy Reports should be printed in landscape mode. Benefit History Reports should be printed in portrait mode. The layout mode is set by choosing "Properties" in the print dialogue box that appears when the print command is chosen. Current web

browsers do not support the printing of individual pages. To facilitate the printing of Benefit History Reports on separate pages for each individual family, HUD recommends that users download a HUD provided software utility, called HTML-Scissor. This will allow the reports to be printed with each family on a separate page.

This utility may be downloaded from the TEVS Internet facility. **The utility will only have to download once.** After logging on to the TEVS Internet facility, follow the following steps to download HTML-Scissor.

- **Delete the old Hscissor files**.
- Choose the "Get Reports" option.
- To download the utility, select the link labeled "download this Printing Utility here."
- The standard File Save dialogue will be presented. Navigate to the directory in which you wish the file to be saved.
- To save the file, select "Save As Type - All Files." Click "Save."
- Use the File Manager or Windows Explorer to navigate to the directory that contains the downloaded file.
- Double click on the self-extracting file Hscissor or Hscissor.exe.
- The user will be prompted for a location in which to save the extracted files. Enter the directory name in which the files are to be saved. Click the "Unzip" button. After the files have been extracted, exit the unzip utility.

To launch the printing utility, navigate to the directory in which the extracted files were saved. The user will then double-click on the file named Hs32.exe. The application is pre-configured by HUD to facilitate the printing of Benefit History Reports. After the application is open, follow these steps to view and print the reports. A sample screen showing HTML-Scissor is shown next.



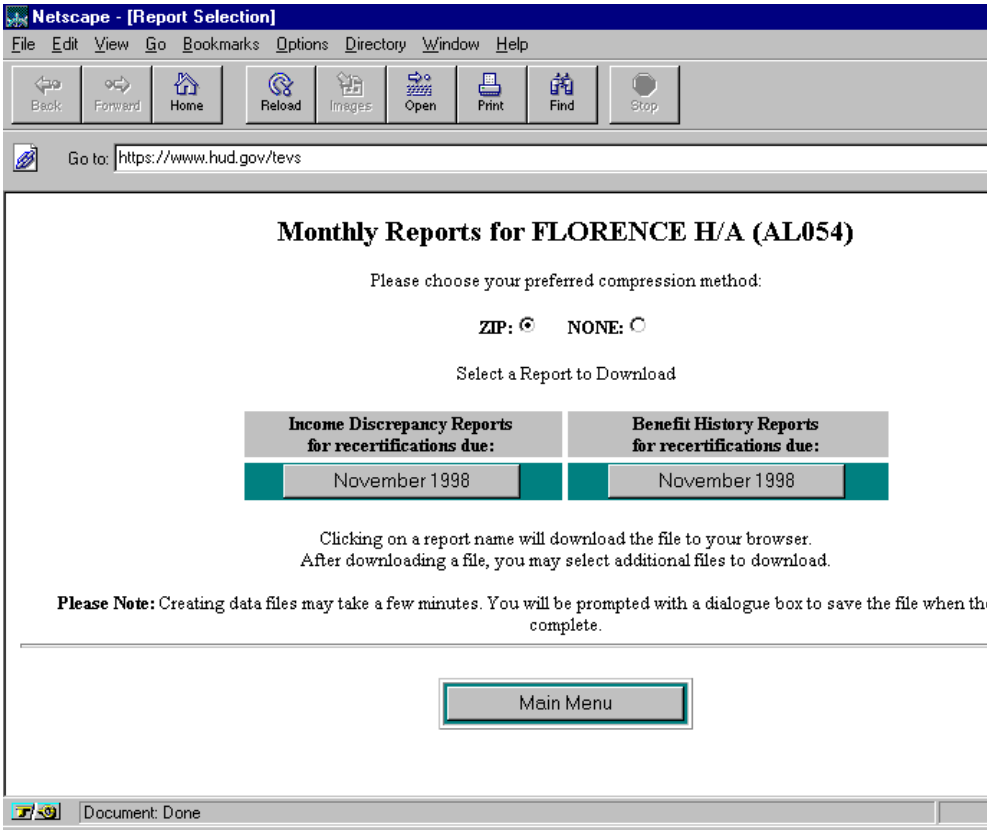
Please note: If your printer is set up to print a banner page between print jobs, you must turn off this feature before printing Benefit History Reports.

- Select "Open File" from the File menu.
- The standard file open dialogue will be presented. Navigate to the Benefit History Report to be printed. Click "OK".
- The report will be split into sections by family with each family's report displayed on a separate page. The user may step through the individual reports by using the Previous and Next buttons at the bottom of the screen.
- Choose "Print All Pages" from the File menu to print all of the pages in the report at once.
- Use the "Previous" and "Next" buttons to navigate to the specific pages if desired.
- Choose "Print Current Page" from the File menu to print only the displayed page.

The HTML-Scissor application is pre-configured for the viewing and splitting of Benefit History Reports. Users should not change any settings or configuration options in the application.

B-2. Download Report Data *(Useful only to Program Administrators that have software capable of processing tab-delimited files.)*

This option allows the HA or OA to download monthly Benefit History Reports and Income Discrepancy Reports as data files. These files contain all report data in tab-delimited format. The option is useful for larger HAs or OAs that choose to manage their own database for report generation. After choosing this option, the user will be presented with a screen listing the available reports. (Users cannot view reports belonging to other users.) The reports are grouped by type and presented in order from the newest to the oldest. Reports are for recertifications due in the month listed on the buttons. The download data screen is shown next.



The Program Administrator must select the desired compression method. The two options are "zip" format and "no compression." Zip format is a standard Windows compression method and will greatly reduce the size of

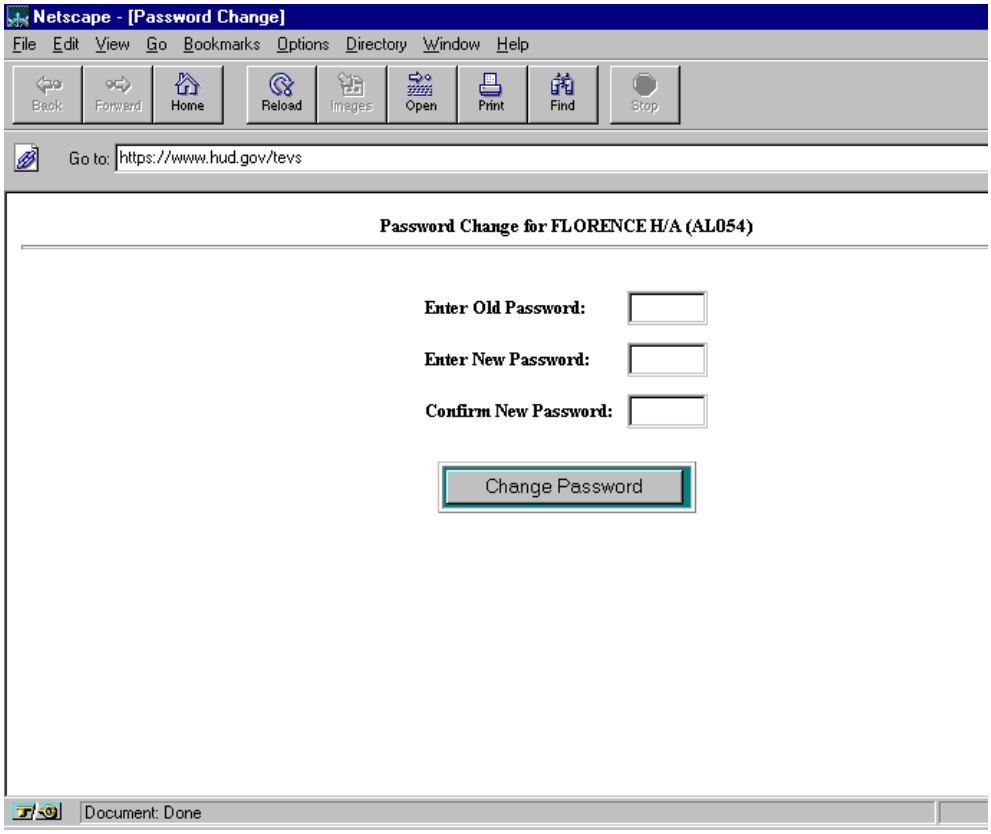
large files. The Program Administrator must have the proper software available to open and expand these files. The "no compression" option will return the data as a plain text file. The user should be aware that these files may be large and may take a significant amount of time to download.

After selecting a compression method, click on a report button for the desired month. This will create a data file for that month. Depending upon the amount of data, this process could take several minutes. When the processing is completed, the user will be presented with a "Save" dialogue box. If the Netscape Navigator browser is being used, the user will be presented with a suggested file name. This suggested file name will contain the report date and type. For example, the file name 10_1998b.zip represents a zip file for October 1998 Benefit History reports. 10_1998d.zip would contain data for Tenant Income Discrepancy reports. If Microsoft Internet Explorer is being used, the user will need to enter a unique file name. This filename should have a ".txt" extension if the selected format is "no compression" and a ".zip" extension if "zip" compression was selected. After navigating to the proper directory, click "Save." The file will be download to the user's computer. Other reports may be downloaded simply by clicking on another date button.

B-3. Change Password

This option will allow the Program Administrator to change their login password. This screen is also presented when the current password has expired. The current or expired password must be entered. The new password must then be entered twice for confirmation**. For security reasons, the new password may not be the same as the old password.**

A confirmation screen will be presented confirming that the password change has been successfully applied. The password change screen is shown next.


Netscape - [Password Change]
File Edit View Go Bookmarks Options Directory Window Help
Back Forward Home Reload Images Open Print Find Stop
Go to: https://www.hud.gov/tevs
Password Change for FLORENCE H/A (AL054)
Enter Old Password:
Enter New Password:
Confirm New Password:
Change Password
Document: Done

CHAPTER V

PRIVACY LAW REQUIREMENTS

Federal and State privacy laws apply to the SS and SSI data that Program administrators receive from HUD. All Program administrator personnel who will have access to SS and SSI data that HUD re-discloses, must be advised of:

· the confidential nature of the information received

· the required safeguards over the information, and

· the criminal and civil sanctions for noncompliance.

Confidential information that Program administrators receive from HUD generally is not to be used or re-disclosed without the consent of the individual (or someone who may consent on his or her behalf), for any purposes other than for the verification of eligibility or the amount of rental assistance benefits. Exceptions to prohibitions against disclosure may exist under State laws.

Computer matching information concerning tenants only can be used to verify an applicant's or tenant's eligibility and level of assistance. Further, no adverse action can be taken against a tenant until the computer matching information has been verified and the tenant has been granted an opportunity to contest any adverse findings through the established grievance or hearing or other legal procedures.

A. Federal Law

The Federal Privacy Act of 1974, as amended, generally does not apply to Program administrators. However, one section, 552(e)(3), does apply. This section requires that any form used by Program Administrators to request information from an individual contains the following criteria:

- the authority for soliciting the information and whether the disclosure of information is mandatory or voluntary;
- the purpose(s) for which the information is intended to be used;
- the routine uses of the information;
- the effects of not providing all or any part of the requested information.

Program administrators can satisfy these requirements by using Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice and Form HUD-9887, Notice and Consent for the Release of Information

HUD, the Program administrator, or an employee of HUD or the Program administrator may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the forms HUD-9886 (Public and Indian Housing Programs) or HUD-9887 (Office of Housing Programs), Authorization for Release of Information/Privacy Act Notice. Use of the information collected based on the forms HUD-9886 and HUD-9887 is restricted to the purposes cited on the form. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a fine of not more than $5,000.

B. State Laws

Program administrators may be subject to state privacy laws. Staff of program administrators must become familiar with and comply with those laws.

APPENDIX I

DEFINITIONS

a) **Computer matching**. The comparison of two or more automated data bases to identify the differences.

b) **Dual or multiple entitlement**: Dual or multiple entitlement occurs when an individual receives benefits under their own SSN and under another individual's SSN or under two other SSNs., e.g., a widow receives SSI under her own SSN and receives SS (widow's benefits) under her deceased husband's SSN or a child receiving SS or SSI benefits under two parents SSNs.

c) **Hits.** Unverified matches on personal identifiers shown on the MTCS and on files maintained by the SSA.

d) **Housing Agencies (HAs).** This includes public housing agencies and state agencies that administer HUD rental assistance programs.

e) **Income Verification.** The confirmation with an independent source that income data is SSA, via HUD, and not disputed by the tenant should be correct. Social security and supplemental security income data obtained directly from considered verified.

f) **Indian Tribes and Tribally Designated Housing Entities.** Those Indian Tribes and Tribally Designated Housing Entities which are administering Section 8 programs.

g) **Management Agent.** The firm or entity hired by the owner to manage the property on her or his behalf.

h) **Multifamily Tenant Characteristics System (MTCS).** An automated system that provides tenant data to the Tenant Eligibility Verification System (TEVS) for use in computer matching. Housing agencies provide the tenant data to MTCS.

i) **Owners/Agents (O/As).** Those private owners, management agents, and other agents who are administering the HUD programs mentioned in Chapter I.

j) **Private Owner.** The entity that is the maker of the note and mortgage. An individual or entity who possesses legal title to a property.

k) **Program Administrators.** As used in this guide, it refers to public housing agencies, Indian tribes and tribally designated housing entities, private owners, management agents, public housing agencies, and state housing authorities acting as contract administrators.

l) **Significant unreported/underreported income differences.** Differences represent the excess of income shown by independent income sources (i.e., the SSA) over the income shown on the source tenant data (from MTCS or TRACS). The significant difference amount is the criterion that HUD uses in selecting households to be printed on the Tenant Income Discrepancy Report.

m) **Social Security (SS) income.** Social security income is available to persons who are: (a) a disabled insured worker under age 65, (b) a retired insured worker at age 62 or over, (c) the spouse of a retired or disabled worker entitled to benefits who is age 62 or over, or has in care a child under age 16 or over age 16 and disabled who is entitled to benefits on the worker's Social Security record, (d) the divorced spouse of a retired or disabled worker entitled to benefits if age 62 or over and married to the worker for at least 10 years, (e) the divorced spouse of a fully insured worker who has not yet filed a claim for benefits if both are age 62 or over, were married for at least 10 years, and have been finally divorced for at least 2 continuous years, (f) the dependent, unmarried child of a retired or disabled worker entitled to benefits, or of a deceased insured worker if the child is under age 18 or under age 19 and a full time elementary or secondary school student, or age 18 or over but under a disability which began before age 22, (g) the surviving spouse (including a surviving divorced spouse) of a deceased insured worker if the widow(er) is age 60 or over, (h) the disabled surviving spouse (including a surviving divorced spouse in some cases) of a deceased insured worker if the widow(er) is age 50-59 and becomes disabled within a specified period, (i) the surviving spouse (including a surviving divorced spouse) of a deceased insured worker, regardless of age, if caring for an entitled child of the deceased who is either under age 16 or disabled before age 22, and (j) the dependent parents of a deceased insured worker at age 62 or over.

n) **State Verification Eligibility System (SVES).** An automated system developed by the Social Security Administration to provide States and Federal agencies with SS and SSI program information. Verification of data is performed using the last name, first name and date of birth as requested by a State or Federal agency.

o) **Supplemental Security Income (SSI).** SSI is a Federal program administered by SSA. The SSI program was established to provide cash assistance to individuals who have limited income and resources and are age 65 or older, or blind or disabled, including children. The amounts of SSI benefit payments vary depending on other income that is available, the household's living arrangements and whether state benefit programs provide additional amounts.

p) **Tenant Eligibility Verification System (TEVS).** The automated system used by HUD: to provide information to other agencies, i.e., the SSA, for use in computer matching; to do automated analysis needed to identify potential unreported or underreported income; and to produce reports and letters to Program Administrators and tenants.

q) **Tenant Rental Assistance Certification System (TRACS).** An automated suite of systems that provides tenant data to the Tenant Eligibility Verification System (TEVS) for use in computer matching. Management agents/owners provide the tenant data to TRACS.

r) **Verification.** The act of confirming, or substantiating the accuracy of computer matching results. This may be done by confirming computer matching results directly with the tenant or an independent entity/person.

APPENDIX II

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
451 SEVENTH STREET, S. W.
WASHINGTON, D. C. 20410-5000

SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME
BENEFIT HISTORY REPORT
FOR [RE] CERTIFICATIONS DURING THE MONTH OF [ ]
**** FOR OFFICIAL USE ONLY ****

HA Code: DC090 **Housing Authority: Anytown Housing Authority** **Project# DC090**
Program Type: Certificates
Head of Household: Visa Cartel **[For reference only]**

SSN: 987-65-4321 **Address: 154 7th Street, S. W.**
Family Member: Master Cartel **[Information below applies to this family member]**

SSN: 987-65-4321 **DOB: 03/24/65**

Social Security Data:
Payment Status Code: C - Current Payment Status
Date of Current Entitlement: 06/1990
Net Monthly Benefit if Payable: $404.00
Benefit History:

Date	Gross Benefit	
12/1997	$404.00	credited
01/1997	$395.00	credited
12/1996	$364.00	credited
09/1996	$353.00	credited

Medicare Data	Premium	Buy-in	Buy-in Start	Stop
Hospital Ins. :		N		
Supp.Med.Ins.:	$43.80	Y	06/1992	

Payee Name and Address:

Visa Cartel
154 7th Street, S. W.
Apartment 5156
Washington, D. C. 20410

Dual Entitlement Data:
Payment Status Code: Data not applicable

Supplemental Security Income Data:
Payment Status Code: C01 - Eligible for payments
Alien Indicator: A
SSI Monthly Assistance Amount (Current): $110.00
State Supplement Amount (Current): $27.40
Payment History of Net Benefits Paid:

Date	Federal Amt	State Amt	Type of Payment
10/01/1998	$110.00	$27.40	Recurring Payment
07/01/1998			No Payment
06/01/1998		$27.40	Recurring Payment
01/01/1998		$27.40	Recurring Payment
12/01/1997			No Payment
11/02/1997	$263.00	$54.80	Underpayment

Payee Name and Address:
Visa Cartel
154 7th Street, S. W.
Apartment 5156
Washington, D.C. 20410

Black Lung Entitlement: $0.00
Disability: Yes
Report Date: **09/25/1998**

(DATA FROM MULTIFAMILY TENANT CHARACTERISTICS SYSTEM)
THIS IS FICTITIOUS DATA

APPENDIX III

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
451 SEVENTH STREET, S. W.
WASHINGTON, D. C. 20410-5000

SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME
BENEFIT HISTORY REPORT
FOR [RE] CERTIFICATIONS DURING THE MONTH OF [ ]
**** FOR OFFICIAL USE ONLY ****

TRACS_ID: TRACS00002TRACS00002 Owner/Agent: HUDWOOD SPRINGS Subsidy Type:H4
Project #: 08100002 Contract #: Unit #: 5156
Region/FO Code: Project Name: HUDWOOD SPRINGS APARTMENT
Head of Household: MASTER CARTEL [For reference only]
SSN: 876-54-3210 Address:
Family Member: CASH CARTEL [Information below applies to this member]
SSN: 321-09-8765 DOB: 01/22/1986

Social Security Data: Dual entitlement Data:

Payment Status code:C- Current Payment Status C-Data not applicable
Date of Current Entitlement: 02/1992
Net Monthly Benefit if Payable: $19.00

Date	Gross Benefit	
12/1997	$19.00	credited
12/1996	$18.00	credited
08/1996	$18.00	credited

Medicare Data: Premium Buy-in Buy-in Start Stop
Hospital Ins.:
Supp.Med.Ins.:
Payee Name and Address:
MASTER A CARTEL
FOR CASH A CARTEL
APT 5156
2845 7TH STREET
WASHINGTON, DC

SUPPLEMENTAL SECURITY INCOME DATA:
Payment Status Code:C01 - Eligible for payments
Alien Indicator: A
SSI Monthly Assistance Amount (Current): $494.00
State Supplement Amount (Current):
Payment History of Net Benefits Paid:

Date	Federal Amt	State Amt	Type of Payment
01/01/1998	$494.00		Recurring Payment
03/01/1997	$484.00		Recurring Payment
01/01/1997	$484.00		Recurring Payment

Payee Name and Address:
BLACHE CARTEL
CASH CARTEL
APT 5156
2845 7TH STREET
WASHINGTON, DC
Black Lung Entitlement: $0.00
Disability: Yes
Report Date: 10/02/1998

(DATA FROM TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM - THIS IS FICTITIOUS DATA)

CODE REFERENCES FOR BENEFIT HISTORY REPORT AND TENANT INCOME DISCREPANCY REPORT

For additional information on the systems below, see Chapter II.

MTCS - HUD's Multifamily Tenant Characteristics System
TRACS - HUD's Tenant Rental Assistance Certification System
TEVS - HUD's Tenant Eligibility Verification System
SVES - SSA's State Verification Eligibility System

MTCS IS THE SOURCE OF THE FOLLOWING INFORMATION:

HA Code: Housing Agency's Alpha State Code and Number

Program Type: P = Public Housing
B = Indian Housing

Section 8 Programs:
E = Certificates
V = Vouchers
K = Moderate Rehabilitation

Project (Number): Identifies a specific HA project

Benefit History Report:

Head of Household's Name, SSN and Address
Family Member's Name and SSN

Tenant Income Discrepancy Report:
Person Type: (H) = Head [of Household]
(S) = Spouse
(F) = Foster child
(Y) = Other youth under 18
(E) = Full-time student 18+
(A) = Other adult

TRACS IS THE SOURCE OF THE FOLLOWING INFORMATION:

TRACS ID:
Owner/Agent:

Subsidy Type:

1 Section 8
2 Rent Supplement
3 RAP
4 236
5 BMIR
6 Reserved
7 Section 202 Project Rental Assistance Contract (PRAC)
8 Section 811 PRAC
9 Section 202/162 Project Assistance Contract (PAC)

Reference: Handbook 4350.3, CHG 27

Project Number: An 8-digit FHA, elderly housing or State agency non-insured project number

REG/FO Code: This refers to the HUD Area/State Office code

Project Name: The name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Control File System. (Control File System is

Contract Number: An 11-digit subsidy contract number

Unit Number: The unit number of the tenant's residence

SVES IS THE SOURCE OF THE FOLLOWING INFORMATION:

Benefit History Report

Social Security Data-Payment Status Code: This code indicates the current payment status of the beneficiary. TEVS will only include code "C" which is the current payment status (except Railroad Payment). Other codes will appear on the Benefit History Report when no payment information is shown. Housing agencies may ignore the other codes as they indicate the individual is in a non-payment status.

Gross Benefit: Is the amount of the benefit before the Medicare premium deduction

Net Benefit: Is the amount payable after Medicare premium deduction or an overpayment adjustment, if applicable.

(The tenant's income is based on the gross benefit amount.)

Dual or multiple entitlement: Dual or multiple entitlement occurs when an individual receives benefits under their own SSN and under another individual's SSN or under two other SSNs., e.g., a widow receives SSI under her own SSN and receives SS (widow's benefits) under her deceased husband's SSN or a child receiving SS or SSI benefits under two parents SSNs.

Medicare Data: This indicates types of Medicare coverage.

Hospital Insurance (Medicare Part A): The premium amount for hospital insurance being paid.

Supplemental Medical Insurance (Medicare Part B): The premium being paid or deducted from the benefit check. (If the tenant elects to have supplemental medical insurance premium deducted for the Medicare Part B, that amount must be added back when determining the tenant's social security income.)

Buy-in: This indicates another person or organization is paying or has paid for the beneficiary's hospital or supplemental insurance. Start - The date (month and year) for which a third party started paying the hospital insurance premium. Stop - A date (month and year which indicates the last month for which a third party paid a supplemental insurance premium.

Supplemental Security Income Data-Payment Status Code: This identifies the three position payment status code. It is followed by an explanation and an effective date. TEVS will only include code "CO1" which indicates a current pay status. Other codes will appear on the Benefit History Report when no payment information is shown. Housing agencies may ignore the other codes as they indicate the individual is in a non-payment status.

Payment History of Net Benefits Paid-Type of Payment: This is the payment history data for several years prior to the date of the request for information.

- Date: MM/DD/YY - If the date is the first day of the month, this indicates the date the check was received. If the date is other than the first of the month, it represents a check generated later in the month.
- Federal Amount - This is the actual Federal amount paid.
- State Amount - This is the actual State amount paid.
- Type of Payment - The following is a list of the only types of payment legends (types) which will appear on the report and an explanation of each.

Legend	Explanation
Credited:	This indicates the amount paid, or that a benefit was due but may have been used to recover an overpayment.
Recurring	First of the month check. The actual payment could be dated the last of the prior month when the first is a Saturday, Sunday or holiday.
Overpayment	Self-explanatory
Recovery Returned	Self-explanatory
Regular Underpayment	Self-explanatory
Special current month only	Self-explanatory
Special	Self-explanatory
None made	Self-explanatory
Substitute	Self-explanatory
Duplicate	Both original and substitute checks were issued.
D O Controlled	SSA district office controlled the issuance of the check (force pay).
IAR Reimbursement	Interim assistance reimbursement payment made to welfare agency.

Alien Indicator: This code indicates if eligible/ineligible individual is in special alien status.

A. Proven U.S. Born, U.S. Citizen
B. Alleged U.S. Born, U.S. Citizen
C. U.S. Citizen Born outside the U.S. (includes naturalized citizens)
D. Alleged U.S. citizen, pre-January 1, 1972
E. No citizenship or alien status development undertaken; case denied for reason(s) other than citizenship/alien status
F. Refugee Status - Sections 207 or 203(A) (7) of the INA
G. Parole Status - Section 212 (d) of the INA
H. Silva vs. Levi Alien
I. Indochinese refugee (Obsolete Code)
J. Deferred action status alien
K. Alien lawfully admitted to the U.S. for permanent residence
L. Asylum status, Section 208 of the INA
M. Resident of the Northern Mariana Islands
N. Identity and citizenship verified by Numident Interface (Code was previously A or B)
P. Pre-January 1, 1972 alien (presumed lawfully admitted for permanent residence)
Q. Alleged U.S. born, U.S. citizen - Allegation corroborated by a U.S. place of birth shown on the online Numident
R. Legal temporary resident - status granted as a result of the Immigration Reform and Control Act of 1986
S. Legal permanent resident - status granted as a result of the Immigration Reform and Control Act of 1986
T. Alien granted voluntary departure
U. Unknown
V. Systems override applied following interface edit (Obsolete Code)
W. Alien granted stay of deportation
X. Cuban/Haitian entrant
Y. Legalized agricultural worker pursuant to the Immigration Reform and Control Act of 1986
Z. Alien on whose behalf an immediate relative petition has been approved
* Unreadable transmission

APPENDIX V

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
451 SEVENTH STREET, S. W.
WASHINGTON, D. C. 20410-5000

SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME TENANT INCOME DISCREPANCY REPORT FOR [RE] CERTIFICATIONS DURING THE MONTH OF [ ]

**** FOR OFFICIAL USE ONLY ****

HA Code: DC090 **Housing Authority: Anytown Housing Authority** **Program Type:** Certificates **Project #: DC090**

Head Of Household: Visa Cartel

SSN: 987-65-4321 **Address: 154 7th Street, S. W. Wash., D.C. 20410**

------- Family Member -----		-- Monthly		Prsn	Income	Monthly	- Income Reported by SSA -			Black	
SSN	Name		DOB	Type	Source	- Income Reported To HA -	SS	DE	SSI	Lung	- Income Underreported -
987-65-4321	Cartel, Visa		07/12/1965	H	S	$364.00	$404.00	$0.00	$0.00	$0.00	-$40.00
			07/12/1965	H	SSI	$72.42	$404.00	$0.00	$110.00	$0.00	-$441.58
					Sub Total:	$436.42	$808.00	$0.00	$110.00	$0.00	-$481.58

(DATA FROM MULTIFAMILY TENANT CHARACTERISTICS SYSTEM)
THIS IS FICTITIOUS DATA

APPENDIX VI

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
451SEVENTH STREET, S. W.
WASHINGTON, D. C. 20410-5000

SOCIAL SECURITY AND SUPPLEMENTAL SECURITY INCOME
TENANT INCOME DISCREPANCY REPORT
**** FOR OFFICIAL USE ONLY ****
FOR [RE] CERTIFICATIONS DURING THE MONTH OF [1998/]

TRACS ID: TRACS00001TRACS00001 Owner/Agent: HUDWOOD HILLS Subsidy Type: H5 Project # 00000001
Reg/FO code: / Project Name: HUDWOOD HILLS CO-OP Contract #: Unit #: 5156
Head Of Household: HUNT, ROB
SSN: 987-65-4321 Address:

------- Family Member - Monthly Income Reported by

SSN	Name	DOB	Prsn Type	Income Source	Income Reported to OA/MA	SSA SS	SSA DE	SSA SSI	Black Lung	Monthly -- Income Underreport--Disposition-
987-65-4321	HUNT, ROB	12/30/1953	A	SS	$0.00	$782.00	$0.00	$0.00	$0.00	-$782.00
119-54-4847	HUNT, PAT	10/02/1960	H	SS	$0.00	$737.00	$0.00	$0.00	$0.00	-$737.00
		SubTotal:			$00.00	$1519. 00	$0.00	$0.00	$0.00	-$1,519.00

(DATA FROM TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM)
THIS IS FICTITIOUS DATA

APPENDIX VII

SAMPLE
LETTER TO SOCIAL SECURITY ADMINISTRATION TO RESOLVE
SSA INFORMATION DISPUTED BY TENANT

Social Security Administration
_____
_____

Re:_____ Social Security Number_____
(Tenant's Name) (Tenant's SSN)
Address:_____

We are required to verify the income of all members of families applying for admission as tenants to the federally funded units which we operate. We also are required to verify their income periodically.

We recently verified the above-named individual's Social Security and/or Supplemental Security Income (SSI) benefits through SSA/HUD computer matching. The tenant's allegation of monthly income does not agree with monthly amount identified in the computer matching. Please complete the bottom portion of this letter or furnish the information on your prescribed form.

Tenant's allegation: Social Security $_____ SSI: $_____
Data match report : Social Security $_____ SSI: $_____

Your prompt response is appreciated. A self-addressed return envelope is enclosed. If you have any questions, please call me at _____.

_____ _____ _____
(Signature) (Title) (Date)
==========
SOCIAL SECURITY ADMINISTRATION REPORT

Our records indicate that the above-named individual's monthly benefit is as follows:

Social Security $_____
Supplemental Security Income: $_____
Explanation: (if any)
_____
_____

_____ _____ _____
(Signature) (Title) (Date)